**Competency Assessments**

**Project 11-1: Judges for Business Student’s Contest**

**As the director of business and marketing education at the School of Fine Arts, you have recruited professional members of the local business community to serve as volunteers for judging a state contest for high school business students. You are sending a mail merge letter that contains necessary information for the judges and want to set up the main document.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Click the **File** tab, then **Open**. Use the scroll bar to locate your data files for this letter and select the ***judges*** document and click the **Open** button.

**2.** Click the **Mailings** tab, in the Start Mail Merge group, click the **drop-down arrow** and select the **Step by Step Mail Merge Wizard**.

**3.** At the bottom of the Mail Merge pane, click the link **Next: Starting document**.

**4.** Under the Select starting document section, Use the current document is already selected. At the bottom of the pane, click the link **Next: Select recipients**.

**5.** Under the Select recipients section, you will be using the default, Use an existing list. Click the **Browse** link under the Use an existing list section.

**6.** Navigate to the data source file in the lesson folder. Select ***judges\_list***, and click **Open**.

**7.** The Mail Merge Recipients dialog box opens. Click the **check box** for Houston, Peter to remove the check from the check box and click **OK**. Turning off the check mark for Peter Houston will remove him as a recipient; therefore, he will not receive a letter. His name will still remain in the data source file.

**8.** Advance to the next step, and click the **Next: Write your letter** link at the bottom of the Mail Merge pane. The letter is the current document.

**9.** The insertion point should be resting in front of the T in Thank. Press **Enter** twice and move your insertion point to the first blank line.

**10.** Key **March 29, 2011**. Press the **Enter** key once.

**11.** On the Mail Merge pane, click the **Address block** link. Keep the default settings and click **OK**.

**12.** Move the insertion point to the blank line below address block. On the Mail Merge pane, click the **Greeting line** link. In the Greeting line format, keep the first options the same and change the comma to a **colon**. Click **OK**.

**13.** At the bottom of the Mail Merge pane, click the **Next: Preview your letters** link.

**14.** Beginning with the first recipient, select the text from Ms. Karen Archer through the zip code, 44511. The whole address is now selected; click the **Home** tab, and in the Paragraph group, click the **Line and Paragraph Spacing** button and select **Remove the Spacing After Paragraph**.

**15.** Place your insertion point in the salutation, Dear Ms. Archer. In the Paragraph group, click the **Line and Paragraph Spacing** button and select **Add Space Before Paragraph**.

**16.** At the bottom of the Mail Merge pane, click the **Next: Complete the merge** link.

**17.** SAVE the main document as ***judges\_letter*** in your USB flash in the lesson folder.

**LEAVE** the document open for the next project.

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**Project 11-2: Judges for Business Student’s Contest**

**You are ready to complete the mail merge to the list of professional members of the local business community volunteering to judge a state contest for high school business students.**

**GET READY**. **USE** the document that is open from the previous exercise.

**1.** On the Mail Merge pane, click the **Next: Complete the merge** link.

**2.** Under the Merge section of the Mail Merge pane, click the **Edit Individual letters**. The default All is selected. Click **OK**.

**3.** A new document (Letters1) opens; it consists of all four merged letters.

**4. SAVE** the merged document as ***judges\_merged*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**5. SAVE** the main document as ***judges\_main\_letter*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**LEAVE** Word open for the next project.

**Proficiency Assessments**

**Project 11-3: Advertising Letter**

**The marketing representative, Isabel Diaz, has asked you to prepare a short letter to the committee reminding them of the deadline. Use the Step by Step Mail Merge Wizard to create the merge document.**

**GET READY**. **OPEN** the ***advertising\_letter*** document from the lesson folder.

**1.** Set up the letter as the main document.

**2.** Select the ***committee\_members*** document as the recipient’s list from the lesson folder.

**3.** Key **May 29, 20XX**.

**4.** Insert the **Address Block** and **Greeting Line**. Use the **colon** in place of the comma.

**5.** Place your insertion point in the Address Block, and click the **Home** tab. In the Paragraph group, click the **Line and Paragraph Spacing** button and select **Remove the Spacing After Paragraph**.

**6.** Place your insertion point in the Greeting Line. In the Paragraph group, click the **Line and Paragraph Spacing** button and select **Add Space Before Paragraph**.

**7.** Click **Auto Check for Errors** and Preview the document before printing.

**8. SAVE** the merged document as ***advertising\_merged\_letter*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**9. SAVE** the main document as ***advertising\_main\_letter*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 11-4: Welcome Letter**

**You are the office manager at Coho Winery & Vineyard where a select group of customers are invited to join the Cellar Select Friends, who receive special promotions and offers. Open an existing letter and data source and merge.**

**GET READY. LAUNCH Word if it is not already running.**

**1. OPEN** the ***welcome\_cellar\_letter*** document and set up as the main document.

**2. OPEN** the ***cellar\_select*** document as the recipient list.

**3.** Insert the **Address Block** and **Greeting Line**. Use the comma in the Greeting Line format.

**4.** Click **Auto Check for Errors** and Preview the document before printing.

**5. SAVE** the merged document as ***cellar\_merged\_letter*** in your USB flash drive in the lesson folder.

**6. SAVE** the main document as ***welcome\_cellar\_mainltr*** in your USB flash drive in the lesson folder.

**LEAVE** Word open for the next project.

**Mastery Assessments**

**Project 11-5: Office Manager Position**

**As the assistant to the office manager at Tech Terrace Real Estate, you have been asked to set up a main document. There were many candidates who applied for the offi ce manager’s position.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***selection\_letter*** and set up as the main document.

**2. OPEN** the ***candidate\_list*** as the recipient list.

**3.** Insert the **Address Block** and **Greeting Line**. Use the colon in the Greeting Line format.

**4.** Change the top margin to **2”** to accommodate the logo on the company’s letterhead. Remove the spacing before and after in the address block and greeting line.

**5. SAVE** the main document as ***selection\_mainltr*** in your USB flash drive in the lesson folder.

**LEAVE** the document open for the next project.

**Project 11-6: Merging the Offi ce Manager Position Letters**

**You are continuing with the previous project and are ready to complete the merge process.**

**GET READY. USE** the document that is open from the previous exercise.

**1.** Edit the recipient’s list and remove the check mark from Ted Bremer and Eric Rothenberg. Removing the check mark by the recipient’s name will not add them to the merge document. Their names will remain in the recipients data source file.

**2.** Insert the **Address Block** and **Greeting Line**. Use the comma for the Greeting Line format.

**3.** Click **Auto Check for Errors** and **Preview** the document before printing.

**4. SAVE** the merged document as ***selection\_merged\_letter*** in your USB flash drive in the lesson folder.

**5. SAVE** the main document in your USB flash drive in the lesson folder.

CLOSE Word.